# WISEid System Person Upload File Format for Both Staff and Students - Published 4/10/18 Effective 6/11/18

Columns must be separated by a comma (,) strings are optionally enclosed in double quotes("),  and files must have a header row. Columns can appear in any order, as long as the header row defines the column order.

| Field Name | Requirement Status | Data Type | Length | Comments |
|---|---|---|---|---|
| WISEid | Optional | Numeric | 10 | WISEid is a unique, permanent identifier for people in the  State of Wisconsin education system.<br><br>· 10 digit number<br><br>· Will be required only if file upload is used to update a record. WISEid must be included<br>in the upload file when it will be used for gathering and sending updates to the record, such as fixing a birthdate. |
| Local Person ID | Required | Varchar/Text | 50 | Unique field to be used by your agency to cross reference and join your local system's person ID to the state system's WISEid.  Same format whether you upload staff or students.<br>· Changed from optional to required on 11/23/2015. |
| Last Name | Required | Varchar/Text | 50 | Person's legal name<br><br>· Restricted to:  A-Z, Hyphen, Apostrophe, Period, and Spaces. |
| First Name | Required | Varchar/Text | 50 | |
| Middle Name | Optional | Varchar/Text | 50 | · Diacritical marks are NOT accepted at this time and will be rejected. |
| Suffix | Optional | Varchar/Text | 15 | Person's legal name suffix<br><br>· Restricted to the set of suffixes  I, II, III, IV, V, Sr, Jr, SJ. |
| Birthdate | Required | Date | 10 | Person's date of birth<br><br>· Format mm/dd/yyyy<br>· Should include leading zeros in the date<br>· Will also accepts dates with formats of:  m/d/yyyy, m/d/yy, mm/dd/yy |
| Gender ID | Required | Varchar/Text | 1 | Person's Gender<br><br>· "M" (male) or "F" (Female) only |

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| Field Name | Requirement Status | Data Type | Length | Comments |
|---|---|---|---|---|
| Race Key | Required | Varchar/Text | 4 | Race/Ethnicity Code or Race Key: A code corresponding to the racial/ethnic group or groups with which the person identifies. The code is from a DPI code table and corresponds to the answers to both parts of the two-part race/ethnicity question.  This document lists all codes  http://dpi.wi.gov/sites/default/files/imce/cst/doc/dpi_race_ethnicity_crosswalk.doc<br><br>· A four digit leading zero padded numeric code to determine Race/Ethnicity from a set of 63 codes.<br><br>· Race Key where none of the choices are selected or where the Hispanic/Non-Hispanic question is answered but no other selection is made are NOT valid choices.<br><br>· Agencies will need to use the Wisconsin Department of Public Instruction Race/Ethnicity Crosswalk to determine the correct race key. |
| Other Name Last Name | Optional | Varchar/Text | 50 | · Restricted to:  A-Z, Hyphen, Apostrophe, Period, and Spaces |
| Other Name First Name | Optional | Varchar/Text | 50 | · Diacritical marks are NOT accepted at this time and will be rejected. |
| Other Name Middle Name | Optional | Varchar/Text | 50 | |
| Other Name Suffix | Optional | Varchar/Text | 15 | Former and/or other suffixes a person may have or had<br><br>· Restricted to the set of suffixes  I, II, III, IV, V, Sr, Jr, SJ. |
| Birth City | Optional, but recommended if Local Person ID KeyType = Student  and Birth Outside US = N | Varchar/Text | 30 | Optional but recommended if person is a student and person born in the United States or Puerto Rico. It can be populated for anyone and will not be blocked if populated. Text is restricted to: A-Z, Hyphen, Apostrophe, Period, and Spaces. |

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| Field Name | Requirement Status | Data Type | Length | Comments |
|---|---|---|---|---|
| Birth State | Optional, but recommended if Local Person ID KeyType = Student  and Birth Outside US = N | Varchar/Text | 2 | Optional but recommended if person is a student and person born in the United States or Peurto Rico. It can be populated for anyone and will not be blocked if populated. Use the abbreviation for the name of the state within the United States (including District of Columbia or the jurisdiction of Puerto Rico in which an individual was born.  See CEDS State of Birth Abbrevations specs https://ceds.ed.gov/CEDSElementDetails.aspx?TermxTopicId=20837 for Code list. **Note - limit to the use the 50 US states, District of Columbia (Washington, DC), and Puerto Rico due to US Department ED Title 3 requirements.** |
| Birth County | Optional, but recommended if Local Person ID KeyType = Student  and Birth Outside US = N | Varchar/Text | 35 | Optional but recommended if person is a student and person born in the United States or Peurto Rico. It can be populated for anyone and will not be blocked if populated. County is defined for the Identification of counties and equivalent areas of the United States, District of Columbia, and Puerto Rico. This field will allow  text to be inserted up to 35 characters, but we suggest vendors eventually try to follow options http://www.census.gov/geo/reference/codes/cou.html download the United States CSV file for field COUNTYNAME for the complete list,  including Puerto Rico and the insular areas, but ignore other territories.  We don't enforce this list because the list changes over time and because vendors may have existing data not exactly as in this list, but we do recommend it. In the WISEid UI, we will auto complete non-enforced data that can be used by the user with county names from this list. Text is restricted to: A-Z, Hyphen, Apostrophe, Period, and Spaces. |
| Birth Country | Optional, but recommended if Local Person ID KeyType = Student  and Birth Outside US = Y | Varchar/Text | 60 | Optional but recommended if person born outside of United States, Puerto Rico, and the insular areas. This field will allow text to be inserted up to 60 characters, but we suggest vendors eventually try to follow options at https://www.iso.org/obp/ui/#search/code/ in 'English Short Names' for list of countries. We don't enforce this list because the list changes over time and because vendors may have existing data not exactly as in this list, but we do recommend it. In the WISEid UI, we will auto complete non-enforced data that can be used by the user with country names from this list. |

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| Field Name | Requirement Status | Data Type | Length | Comments |
|---|---|---|---|---|
| Entity ID | Optional | Numeric | 10 | DPI-assigned Educator File Identification Number<br><br>· Optional field for staff<br><br>· Not required for students<br><br>· If this field is populated AND the WISEid field is populated, it will be used to generate an informational<br>message when the Educator's Entity ID is not correctly associated with the given<br>WISEid record. |
| Local Person ID Key Type | Required | Varchar/Text | 10 | Current valid types include: "Student" or "Staff".  If a person is both a student and staff at an agency, there would be a row for each with one set to Student and the other to Staff. |
| Email Address | Optional | Varchar/Text | 50 | This email address is connected to each unique combination of a WISEid, Local Person ID, and Local Person ID Key Type per agency.  This will be used for the upcoming WISEsecure system to authorize access to DPI systems. Each unique email can only be attached to one WISEid record, although the same WISEid can have the same email applied to multiple Local Person IDs. |
| Parent 1 Type | Required if the Local Person Key Type = Student | Varchar/Text | 1 | Valid options include  'F' = Father<br>'M' = Mother<br>'G' = Guardian<br>'O' = Other |
| Parent 1 Last Name | Required if the Local Person Key Type = Student | Varchar/Text | 50 | Parent's Name<br><br>· Restricted to:  A-Z, Hyphen, Apostrophe, Period, and Spaces<br><br>· Diacritical marks are NOT accepted at this time and will be rejected (as of 12/16/2014). |
| Parent 1 First Name | Required if the Local Person Key Type = Student | Varchar/Text | 50 | |
| Parent 1 Middle Name | Optional | Varchar/Text | 50 | |
| Parent 1 Name Suffix | Optional | Varchar/Text | 15 | Parent name suffixes<br>· Restricted to the set of suffixes  I, II, III, IV, V, Sr, Jr, SJ. |

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| Field Name | Requirement Status | Data Type | Length | Comments |
|---|---|---|---|---|
| Parent 2 Type | Optional | Varchar/Text | 1 | Valid options include  'F' = Father<br>'M' = Mother<br>'G' = Guardian<br>'O' = Other |
| Parent 2 Last Name | Optional | Varchar/Text | 50 | · Restricted to:  A-Z, Hyphen, Apostrophe, Period, and Spaces<br><br>· Diacritical marks are NOT accepted at this time and will be rejected (as of 12/16/2014). |
| Parent 2 First Name | Optional | Varchar/Text | 50 | |
| Parent 2 Middle Name | Optional | Varchar/Text | 50 | |
| Parent 2 Name Suffix | Optional | Varchar/Text | 15 | Parent name suffixes<br><br>· Restricted to the set of suffixes  I, II, III, IV, V, Sr, Jr, SJ. |
| No Location Release | Required | Varchar/Text | 1 | Indicates that a person is part of a privacy program protecting the person's location, such as the  Safe at Home or another program.  Allowable values should be Y or N.  Y= Yes, No Location Release, meaning the person's location of enrollment or employment is subject to special filtering.  N= No, location of the person's enrollment or employment is not restricted beyond ordinary security restrictions. The No Location Release indicator is connected to the WISEid. Implementing No Location Release privacy protections in the DPI systems will hide Local Person ID associations other than the viewing agency in WISEid and hide enrollments in WISEdata Portal other then the selected agency.   If a WISEid has the No Location Release indicator set to Y, the overall WISEid record will be considered Y regardless of whether or not subsequent uploads by any agency have it set to N.  Only DPI CST can manually reset this indictor to N by a manual change.  This indicator can also be set to Y if it's in WISEdata collections with a Program Association for No Location Release set to Y in the current collection year. We would recommend vendors use the same field that triggers the No Location Release indicator in both WISEid and WISEdata collections. |
| WISEsecure Role | Optional | Varchar/Text | 50 | Indicates a person's WISEsecure role, which is connected to the Local Person ID and Email.  Allowable values are: Educational Support, Teacher, Special Ed Director/Designee, Principal/Designee, Student, None.  Null will convert to "None" role.  Requires a new WISEid "Agency ID Super Admin" security role to be able update this field. |